

NOTICE

Performance Surety Division

August 06, 2003

Notice No. 0124

Suspect / Counterfeit Items and Items of Indeterminate Quality

Background

Potentially Suspect / Counterfeit Items (S/CI) or equipment/items with known or potential defects might be in use or in possession by Laboratory organizations.

Pending revision of the Procurement Quality LIR, 308-00-04.1, this notice contains interim requirements that must be implemented for defining responsibilities and control of S/CI required by DOE 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*, Attachment 2 (Contractor Requirements); Section 22.2.

Definitions

1. **S/CI** - A suspect item is one in which there is an indication by visual inspection, testing, or other information that it may not conform to established Government or industry-accepted specifications or national consensus standards. A counterfeit item is a suspect item that is a copy or substitute without legal right or authority to do so, or one whose material, performance, or characteristics are knowingly misrepresented by the vendor, supplier, distributor, or manufacturer.
2. **Items of indeterminate quality** - Potentially defective items or equipment as identified in product recalls and/or information notices received by LANL.

Applicability

The requirements contained in this Notice shall apply to all Laboratory organizations, including KSL, PTLA, sub-contractors, and suppliers of materials to the Laboratory.

Requirements

When notifications of known S/CI or items of indeterminate quality are received by UC LANL, the Laboratory Material Review Board shall be convened (as determined within PS-1) to determine potential organizations/owners that are using the known S/CI or items of indeterminate quality.

PS-1 shall subsequently issue and distribute a Laboratory Notice or Alert that identifies the organizations that must respond, the required actions to be implemented, and the dates for each to be accomplished.

Owning Division Leaders/equivalents of the organizations identified in the Notice or Alert shall ensure:

1. Receipt of the Notice or Alert is acknowledged by e-mail (sci@lanl.gov) within one working week following receipt.
2. An investigation is conducted within their organization to determine if they have the item or equipment and that the results of the investigation (positive or negative) are reported by e-mail (sci@lanl.gov) within 2 weeks of the receipt acknowledgement of the Notice or Alert.
3. Owners or organizations reporting positive results (step 2), shall report within 30 working days by e-mail (sci@lanl.gov) the following:
 - The impact within their processes resulting from the previous use and continued use of the item or equipment identified.
 - Any immediate actions taken, or planned to be taken, are identified, (hold, return, scrap, or continue using*). *Justification required.
 - Any compensatory (short and long-term) measures to be taken are identified.
 - Dates to complete required actions are scheduled. .
4. Completion of the required actions and the reporting by e-mail (sci@lanl.gov) the dates the required actions were completed.

S/CI- Confirmed or potential owners, users, installers, maintenance personnel, etc. of S/CI shall notify their immediate supervisor, Group Leader / equivalent, or safety manager upon discovery of S/CI.

Owning Division Leaders/ equivalent of organizations in which abnormal events associated with S/CI occur, (as identified in LIR /OST 402-130-01 *Abnormal Events*), must ensure the responsible Point of Contact (below) is contacted and that the report required in OST 402-130-01, *Abnormal Events* is submitted.

- LANL S/CI POC: Ken Brandt, 665-6377, e-mail kbrandt@lanl.gov
- KSL S/CI POC: Gerald Woodson, 665-4581, e-mail gww@lanl.gov

Questions?

Contact PS-1, Institutional Quality Management, 665-6377 or 665-5437.



*The OIC for this notice is PS-1 Institutional Quality Management, and the responsible division director is PS-DO. This notice shall remain in effect for **180 days** or until **LIR 308-00-04** is revised.*
